

Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
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317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Administrative Assistant / Litigation Support Telephone Privacy Section Consumer Protection Division

Duties:

- Provide clerical support for Telephone Privacy Section, including:
 - Oversee opening & distribution of mail.
 - Handle requests for complaint forms.
 - Log in mail, scan and save to correct files.
 - Produce and send correspondence.
 - Order and distribute office supplies.
- Provide litigation support for Section Chief and attorneys, including:
 - Produce documents for filing in court, including appearances, clerk letters, CCS entries, form motions, orders, etc.
 - Prepare filings, including making copies of pleadings, and making labels for mailings, etc.
 - Keep calendar of hearings and due dates.
- Provide telephone support for Telephone Privacy Section, including answering or promptly returning calls from consumers, telemarketers and others about the Do-Not-Call list, robocalls, and unsolicited faxes.
- Provide administrative support for Do-Not-Call list, including processing Do Not Call list payments and mailing CDs to list purchasers.
- Assist investigators with initial review of complaints.
- Special projects and other duties as assigned.

Skills:

- Proficient at Microsoft Office programs (Word, Outlook, Access and Excel) and able to learn other software programs quickly.

- Strong written communication skills. Drafts professional-looking correspondence free of grammatical and spelling errors.
- Strong oral communication skills. Maintains a pleasant demeanor, especially when dealing with difficult people.
- Works equally well independently and as part of a team.
- Detail-oriented and organized.

Requirements:

- High School diploma or equivalent.
- Two years administrative assistant, customer service or equivalent experience.
- Paralegal training or law office experience preferred.
- Adherence to high standards of ethical conduct and confidentiality.
- Must pass a background investigation.